

# Imperial Valley College

## Associate Vice President, Information Technology

### DEFINITION:

Under the direction of the Superintendent/President, the Associate Vice President of Information Technology serves as the Chief Technology Officer for the District. The Associate Vice President is an Administrator Executive Leader whom provides leadership, institution wide strategic planning, implementation, and assessment to monitor and ensure effective and efficient enterprise information systems and services, including, but not limited to, network programming, security, project prioritization and management, implementation, shared information system interfaces, voice and data systems, disaster and data recovery, distance learning, hardware/software acquisition, web services and system design. Responsible for functional department management activities including short and long range planning, analysis, coordination of activities, budget, procurement, personnel staffing, supervision, evaluation, and training/professional development.

### EXAMPLES OF DUTIES:

- Direct the continuing review and evaluation of current systems and methods; provide leadership to executive management regarding information systems and technological advancements in the field; recommend the purchase of computer hardware, system enhancements and software upgrades as appropriate.
- Provide leadership in short and long range planning for the District's technology systems in relation to District plans and objectives; project resource requirements including personnel, equipment and software, analyze proposed costs and potential benefits; present recommendations and reports to administrators regarding information systems projects, resources utilization and production performance.
- Develop and administer the departmental budget, prepare recommendations and justifications related to proposed expenditures; maintain appropriate records and documentation according to established purchasing policies and procedures. Apply a zero-based budgeting methodology in all expenditure decisions.
- Select, assign, orient, train, supervise, counsel, discipline, motivate, and annually evaluate the performance of assigned staff; lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups.
- Plan, coordinate and direct the telecommunications and networked systems to assure efficient and effective performance; evaluate new technology and develop plans for implementation relative to District and campus needs.
- Direct computer operations and equipment maintenance of departmental records and reports; assure compliance with relevant laws, District policies and generally accepted protocols.
- Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
- Develop and maintain a District information technology and telecommunications master plan which reflects long range planning of IT and telecommunications projects required to support the District's strategic plans.
- Develop annual comprehensive plans for the information systems and technology function. Provide environmental data to support the development of the District's strategic plans.

Support other institutional planning activities by providing technical expertise and access to community, regional, state and national planning data of relevance to the District.

- Ensure the delivery of quality technology and support through effective needs assessment, and system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.
- Determine priorities of IT projects and tasks, assign responsibilities for project and task completion to staff members and monitor the rate of achievement of objectives. Develop and implement methods of evaluating the performance of information systems and the IT staff to ensure achievement of institutional objectives.
- Develop and facilitate the program review process for the information systems and technology function. Develop and recommend board policies and administrative procedures governing the operation of IT and telecommunication resources to ensure the security, accountability, and efficient and effective use of information resources across the District.
- Oversee the District's cyber security and ensure measures are in place to protect the district information systems and software.
- Ensure hardware and software enterprise systems are being maximized in a cost effective and efficient manner and leveraged strategically across the District.
- Participate and contribute to the college grant and fund raising development strategy.
- Participate in local outreach and community development.
- Contribute and ensure the comprehensive master plan, institutional goals, and district priorities are achieved.
- Train or inform the campus community on cyber-security, enterprise software and implementation, and technology capabilities, and options.
- Research alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement.
- Maintain currency in the information technology field, including new emerging technologies, by participating in organizations, committees, task forces, and special assignments.
- Review and recommend contracts and services for information technology and related services and equipment. Prepares recommendations and/or contracts, as appropriate, and submits them to the administration and/or the Board of Trustees for consideration.
- Perform related duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

#### ***Knowledge of:***

- Principles, trends, methods, strategies and procedures pertaining to information systems and telecommunications.
- Principles, methods, techniques and strategies of organizational planning, evaluation and forecasting.
- Principles and practices of management and supervision.
- Current technology trends and practices.
- Leadership and management skills.
- Data management, storage and retrieval systems and an understanding of the dynamics of the changing environment in information technology.

**Ability to:**

- Develop, design and implement reports, policies and studies covering a wide range of college concerns.
- Apply technology to effectively and efficiently manage services.
- Establish and maintain effective and harmonious working relationships with a diverse population of students, faculty, staff, administrators, and community.
- Communicate effectively both orally and in writing.
- Make clear and concise oral presentations.
- Work in an atmosphere of participatory governance with decision-making.
- Demonstrate consensus-building skill.
- Demonstrate understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic and disability backgrounds of students, faculty, staff and community.
- Lead, develop, supervise, and evaluate assigned personnel.
- Meet schedules and timelines.

**EDUCATION AND EXPERIENCE**

The minimum qualifications for this position includes the following:

- Possession of a Master's Degree in a related field; and
- One (1) year of leadership experience reasonably related to the administrator's assignment.

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

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|---------------------------------|--|
| 1. Seldom: Less than 25 percent | 3. Often: 51 to 75 percent             |
| 2. Occasional: 25 to 50 percent | 4. Very Frequent: 76 percent and above |

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is a non-educational administrator position, range 11. This position has direct responsibility for formulating and implementing policy regarding the technology and information systems of the College and the District.

Associate Vice President, Information Technology / Non-Educational Administrator / Range 11  
Board Approved: 05/18/2022